

Economic Development Incentive Application Instructions

Table of Contents

Beginning new (and continuing incomplete) Incentive Applications	1
Brownfield/Local Brownfield Revolving Fund/Emerging Developer Grant Application	6
Neighborhood Enterprise Zones (NEZ)	13
Obsolete Property Rehabilitation Act (OPRA)	18
Industrial Facilities Tax Exemption (IFT)	24
Inclusion Plan	28

The City of Grand Rapids Economic Development Department utilizes Salesforce as both a database as well as an application platform for all the economic development incentives we offer.

This manual is designed to assist with navigating these applications and as a resource.

Beginning new (and continuing incomplete) Incentive Applications

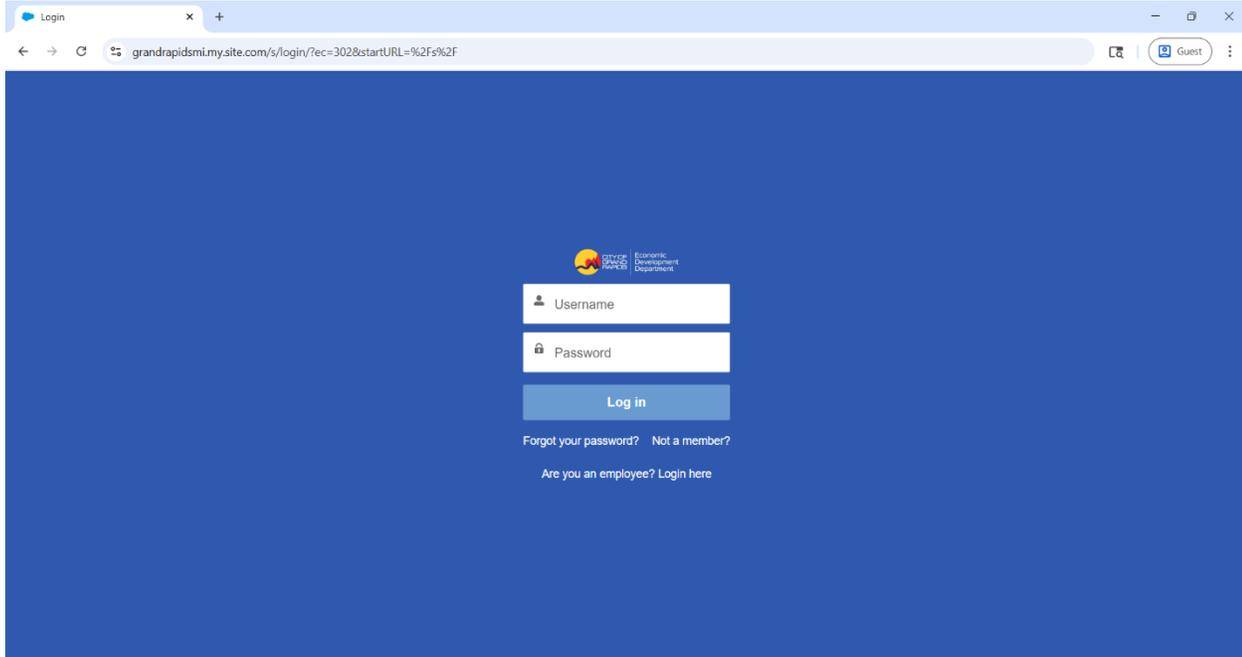
Upon approval of your project idea, the Economic Development Coordinator will activate your Salesforce profile within the system. This will automatically trigger an email that will include your username (email address) and a link to set your password and login.

Prior to beginning any new application, applicants need to have the following information:

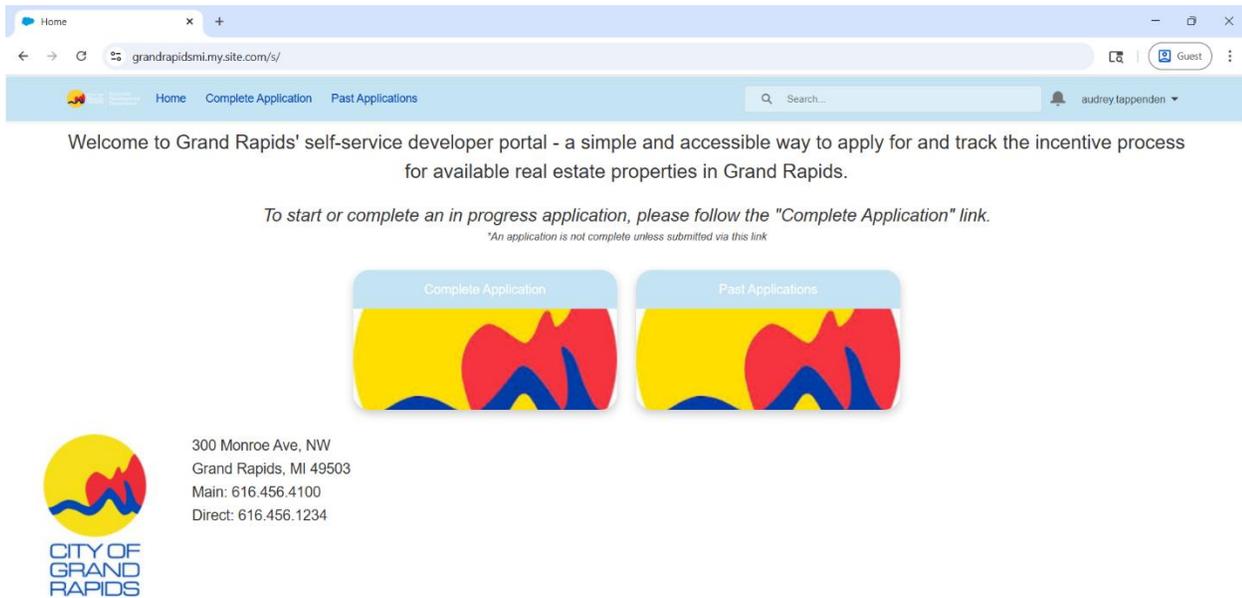
1. Project Name: **will be provided by the Economic Development Coordinator**
2. Full Project Address & Parcel Number:

Found online here at this site: <https://bsaonline.com/?uid=115>

1- Application Login screen



2- Upon login, this is the homepage for the application portal



3- To begin a new/Continue an existing application, select "Complete Application"

Welcome to Grand Rapids' self-service developer portal - a simple and accessible way to apply for and track the incentive process for available real estate properties in Grand Rapids.

To start or complete an in progress application, please follow the "Complete Application" link.

*An application is not complete unless submitted via this link



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234

4- A drop down menu appears upon selecting Complete Application

Please make a selection below to either begin or continue an in progress application.

Do you want to continue with an application or create a new application?

--None--

To make updates to a submitted application, select the "My Applications" tab at the top of the screen.

Next



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234

5- **Select "Start a New Application" or if continuing an incomplete application that has not yet been submitted select "Continue an in progress application"**

Home Complete Application Past Applications Search... audrey.tappenden

Please make a selection below to either begin or continue an in progress application.

Do you want to continue with an application or create a new application?

--None--
 --None--
Start a new application
 Continue an in progress application

To make updates to a submitted application, select the "My Applications" tab at the top of the screen.

Next



300 Monroe Ave, NW
 Grand Rapids, MI 49503
 Main: 616.456.4100
 Direct: 616.456.1234

6- **All applications will be required to fill out the property information page.**

Property Information

* Street Number: 1035

* Street Name: E Avenue

Direction: SW

Unit Number:

* Parcel Number: 41-13-36-354-025

* Project Name: AudreyBuilds Project TEST

Owner/Taxpayer Information

Name: Audrey Tappenden - TEST

If you cannot find the contact above, please write their name here:

Email: you@example.com

EIN:

Address

Street:

City: State/Province:

Zip/Postal Code: Country:

Additional Information

Applicant/Employer Email: you@example.com

Applicant/Employer Phone:

Applicant/Employer EIN (if different from above):

* Applicant's Legal Interest: Purchase Agreement

Project Coordinator/Agent Email: you@example.com

Project Coordinator/Agent Phone:

Standard Industrial Classification Number (SIC) - Industrial Only:

Does owner have additional parcels?

Previous Next



300 Monroe Ave, NW
 Grand Rapids, MI 49503
 Main: 616.456.4100
 Direct: 616.456.1234

7- Select the incentive that the applicant is applying for
Only one incentive can be applied for within each application

Please select the Application you wish to fill out. **select only one.**

<input checked="" type="checkbox"/> BRA - 381	<input type="checkbox"/> IFT - 198
<input type="checkbox"/> OPRA - 146	<input type="checkbox"/> NPP - 328
<input type="checkbox"/> NEZ - 147	<input type="checkbox"/> CRA-PA 210
<input type="checkbox"/> LBRF - PA 381	<input type="checkbox"/> CFE - PA 255

[Previous](#) [Next](#)

Brownfield/Local Brownfield Revolving Fund (LBRF)/Emerging Developer Grant

The Brownfield Redevelopment program helps offset some of the extraordinary costs that come with urban development of contaminated, functionally obsolete properties. Additionally, the program may now be used to support housing development in a variety of ways. The program uses tax increment financing, which means that when the amount of property taxes increases because of private investment (new construction and/or building renovations), a part of those new taxes can be reimbursed to a developer for certain costs associated with the development. The costs that are eligible for this reimbursement include:

- Demolition
- Lead and asbestos abatement
- Environmental assessment and/or remediation costs
- Site preparation
- Public infrastructure improvements
- Ramped and/or underground parking
- Urban stormwater management
- Housing development activities

The Brownfield Redevelopment Authority (BRA) also manages a Local Brownfield Revolving Fund (LBRF). The LBRF is used to provide both grants and loans to fund the same eligible activities as the Brownfield Redevelopment Program. The BRA prioritizes the use of the LBRF for the following project types/initiatives:

- 1.) Environmental Site Assessment Grants
 - a. 100% of assessment costs
- 2.) Homeownership Projects
 - a. Developers building housing to be sold to income-qualified households
 - b. All housing types can qualify (i.e. single-family and multi-family)
- 3.) Emerging Developers
 - a. Predevelopment and consulting costs
 - b. Financing to make projects viable
- 4.) Other Strategic Development Projects
 - a. Projects that contribute to City and/or neighborhood priorities
 - b. Typically supported with "last in" dollars

Emerging Developer Grants can be used to pay for the following expenses:

- Site Planning
- Environmental Site Assessments
- Survey
- Architectural Services
- Engineering (Geotechnical, Mechanical, Electrical, Plumbing, Civil)

Brownfield 1- Upon selection of BRA 381/LBRF/Emerging Developer, property qualifications will be requested.

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Property Qualification: Please select all that apply and attach relevant files.

- Facility Qualification: Attach supporting documents (i.e., Phase I, Phase II, BEA) on a summary of known environmental conditions.
- Functionally Obsolete Qualification: Attach a statement from a Level III or IV assessor attesting to the functionally obsolete status per MCL 125.2652(i). The affidavit should include information that supports the functionally obsolete determination.
- Blighted Qualification: Attach the Brownfield Redevelopment Authority resolution indicating how the property meets the standard for blighted property per MCL 125.2652(e).
- Historical Designation Qualification: Attach documentation if the project is (a) in a locally designated historical district, (b) on the State Register of Historic Sites, or (c) on the National Register of Historic Places.
- Housing Property: Selecting this designation will require you to submit additional information later in the application related to housing.

Previous Next

Brownfield 2

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Has the Michigan Department of Environment Great Lakes and Energy ever sued or issued a unilateral order to you pursuant to Article 201 of the Natural Resources and Environmental Protection Act, 1994 PA 451, MCL 324.201.01 to 324.201.42 to compel response activity on or to the eligible property, or expended any state funds for response activity on or to the eligible property and demanded reimbursement for those expenditures from you? (If "Yes," you are not eligible for this program.)

*EGLE Ineligible

No

CONTAMINATION: Did the applicant contribute to, or is the applicant liable for, contamination at the property?

*Applicant Contamination?

No

Previous Next

Brownfield 3

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

* Developer Experience: Please describe previous project experience, and/or performance on prior applications for economic development incentives.

[Placeholder]

* Ownership Entity: Identify each individual and non-person owner of the proposed project

[Placeholder]

Is Developer Emerging? ⓘ

Please describe how Developer qualifies as emerging.

[Placeholder]

Previous Next

NATURE OF BUSINESS: Provide the business/applicant history, including incorporation date, major product(s) or services, major customer(s), size of service area, industries served, and location(s) of operations. Any details that you want the City Commission to know about your business should be included here.

Nature of Business
[Placeholder]

EXISTING PROPERTY CONDITIONS: Describe the existing property conditions/use(s). Describe if and how the property conditions/use(s) will change as a result of the project.

Existing Property Conditions
[Placeholder]

NATURE OF PROPOSED PROJECT: Provide a high-level summary of the proposed project. Describe in detail the proposed end use(s). You may wish to include how the project supports the City's Master Plan, including any sub-plans, such as an Area Specific Plan, GR Forward, or Green Grand Rapids. Note that quantitative details regarding any new and retained jobs, housing units, and square footage of each proposed use will be included in the tables required to be completed later in this application, and do not need to be included here.

Nature of Proposed Project
[Placeholder]

PUBLIC INFRASTRUCTURE IMPROVEMENTS: Describe any proposed infrastructure improvements, and whether they align with the City's Green Infrastructure Portfolio Standards. If no Public Infrastructure Improvements are proposed, enter N/A.

Public Infrastructure Improvements
[Placeholder]

How many new parking spaces are proposed?
10

If your project contains residential units, is parking available to residential tenants, and if so, what is the estimated monthly fee, if any?
[Placeholder]

Have any commercial tenants been secured for the project?
No

How does this project contribute to the city's goals for Vital Streets?
[Placeholder]

Property Acreage
[Placeholder]

Is or will the building be part of the Grand Rapids 2030 District?
--None--

References regarding Vital Streets:
Vital Streets Program: Improving Transportation
1000-24 Green Infrastructure Portfolio Standard (GIPS) Policy

Will the project pursue any environmental certifications?
LEED
Energy Star certified (75+)
Living Building Challenge
Zero Energy Certification
Passive House

Have you conducted environmental due diligence at the property (i.e., Phase I Environmental, etc.)?
--None--

[Previous](#) [Next](#)

Brownfield 5

Home [Complete Application](#) Past Applications audrey.tappenden

Usage Type- **Fill out once screen per usage type. Check the box at the bottom to provide information on additional usage types.** Please keep in mind that total square footage for all usage types should equal the total square footage of the project.

New or Rehabilitated? Planned Use

Average Square Feet

Do you wish to add additional usage types?

[Previous](#) [Next](#)

Brownfield 6

Home [Complete Application](#) Past Applications audrey.tappenden

Total Project Cost (not including acquisition)

Total Hard Construction Costs

Total Soft Professional Services Cost

*Amount to be invested in infrastructure described above. This amount should be included in Total Project Cost and Total Construction Hard Costs on previous screen. If none, enter 0.

Total Personal Property Investment (i.e. Machinery and Equipment, Furniture, Fixtures, etc.)

[Previous](#) [Next](#)

Brownfield 7

Home [Complete Application](#) Past Applications audrey.tappenden

Is the development of housing included in your project?

Will the development include rental or homeownership units?

Will the development include new residential units or rehabilitated units?

Enter the estimated number of housing units (rental or for sale) that will not be subsidized or income restricted.

Enter the estimated number of housing units (rental or for sale) that will be subsidized or income restricted.

[Previous](#) [Next](#)

Brownfield 8

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Is the development of housing included in your project?
--None--

Will the development include rental or homeownership units?
--None--

Will the development include new residential units or rehabilitated units?
--None--

Enter the estimated number of housing units (rental or for sale) that will not be subsidized or income restricted.

Enter the estimated number of housing units (rental or for sale) that will be subsidized or income restricted.

Previous Next

Brownfield 9

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Please fill out one screen per type of Residential Unit.

For Rent or Ownership?
--None--

Number of Bedrooms
--None--

Average Square Feet

Are Units Income Restricted?
--None--

Average Monthly Rent

Do you wish to add additional types of residential units?

Previous Next

Create Record

grandrapidsmi.my.site.com/s/createrecord/New_Application

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Inclusion Plan Application

Company/LLC
Search Companies...

Name of person(s) authorized to speak on behalf of the applicant regarding this Inclusion Plan (if applicable)

If you cannot find the Company/LLC, please write it here

Authorized Person Email
you@example.com

General Contractor/Construction Manager

Authorized Person Phone

General Contractor/Construction Manager Email
you@example.com

General Contract / Construction Manager Representative

Previous Next



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234

Brownfield 10

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Discussed Project with Planning?
--None--

Will Historic Preservation Commission approval be required?
--None--

Will Board of Zoning Appeals approval be required?
--None--

Will Planning Commission approval be required?
--None--

Describe the nature of the required board and/or commission approval and the timeline for that application.

When will this project be presented to or discussed with the neighborhood and/or business association?

Describe the presentation/discussion (with whom and in what setting/capacity) or your future plans to engage neighborhood stakeholders. If no plans, type "None."

Previous Next

Brownfield 11

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Anticipated Construction Start Date
Format: Dec 31, 2024

Anticipated Opening/Occupancy Date

Previous Next

Brownfield 12

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Total number of current employees

Total number of current employees that live in the City of Grand Rapids

New Employee Recruitment. If your company intends to hire new employees as a result of the project, please describe how your company intends to recruit these new employees.

Will this project add or retain Jobs?
--None--

Previous Next

Brownfield 13

 Home [Complete Application](#) Past Applications audrey.tappenden

OTHER PUBLIC SECTOR CONTRIBUTIONS: Other than the financing/incentive being applied for here, will there be any additional public sector financing or incentives sought for the project? This includes support from State of Michigan agencies (MEDC, MSHDA, EGLE, etc.) If so, please describe and provide a timeline for additional applications.

Other Public Sector Contributions

PROJECT FINANCING: Describe the status of the project's financing (i.e., is private financing secured or available, amount and source of project equity, etc.). If private commercial financing is anticipated, please list the lending institution and provide contact information.

Project Financing

[Previous](#) [Next](#)

Brownfield 14

 Home [Complete Application](#) Past Applications audrey.tappenden

Brownfield Plan Amendment: Includes photos, maps, site plans, TIF tables, legal description, etc. (in PDF format)

[Upload Files](#) Or drop files

Brownfield Plan Amendment: Attach the Brownfield Plan Amendment associated with the project in Microsoft Word format

[Upload Files](#) Or drop files

Environmental Site Assessment: Attach a summary of the assessments completed to date (i.e. Phase I, Phase II, BEA, etc.)

[Upload Files](#) Or drop files

MEDC Proforma - Attach the completed MEDC Proforma

[Upload Files](#) Or drop files

PROOF OF SITE CONTROL: i.e., warranty deed, lease, or purchase agreement.

[Upload Files](#) Or drop files

FINANCIALS: Bank commitment / term sheet or audited financial statements or demonstration of financial capacity necessary to complete program.

[Upload Files](#) Or drop files

SITE PLAN: Engineering site plan(s) or, minimally, site plan(s) illustrating the proposed future use/eligible investment (buildings and site improvements).

[Upload Files](#) Or drop files

RENDERINGS: Attach renderings for the proposed project, if available.

[Upload Files](#) Or drop files

LETTERS OF SUPPORT: Attach any letters of support from a neighborhood or business association, or other community based organization that has reviewed the project.

[Upload Files](#) Or drop files

PHOTOS: Photos depicting the current condition of the eligible property

[Upload Files](#) Or drop files

POTENTIAL RENT LOSS TABLE - Attach a spreadsheet or other table that describes the potential rent loss (if applicable)

[Upload Files](#) Or drop files

POTENTIAL DEVELOPMENT LOSS TABLE - Attach a spreadsheet or other table that describes the potential development loss (if applicable)

[Upload Files](#) Or drop files

[Previous](#) [Next](#)



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234

Neighborhood Enterprise Zones (NEZ)

The Neighborhood Enterprise Zone (NEZ) Program, as defined in Michigan Public Act 147 of 1992, as amended, provides a reduction of future taxes for a period of 9-15 years on the improvements made to the residential component of an eligible building following its construction or rehabilitation.

Two types of NEZ projects exist – “geographic” and “project-specific”. Geographic NEZ projects are those proposed in a previously established NEZ district in Grand Rapids. See the NEZ map to identify where these neighborhood districts are located. Project-specific projects must be mixed-used projects located on a commercial corridor and must also contain at least 10 residential units.

NEZ 1

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

*Developer Experience: Please describe previous project experience, and/or performance on prior applications for economic development incentives.

[Placeholder]

*Ownership Entity: Identify each individual and non-person owner of the proposed project

[Placeholder]

Is Developer Emerging?

Previous Next



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234

NEZ 2

Home Complete Application Past Applications Search... audrey.tappenden

NATURE OF BUSINESS: Provide the business/applicant history, including incorporation date, major product(s) or services, major customer(s), size of service area, industries served, and location(s) of operations. Any details that you want the City Commission to know about your business should be included here.

Nature of Business

EXISTING PROPERTY CONDITIONS: Describe the existing property conditions/use(s). Describe if and how the property conditions/use(s) will change as a result of the project.

Existing Property Conditions

NATURE OF PROPOSED PROJECT: Provide a high-level summary of the proposed project. Describe in detail the proposed end use(s). You may wish to include how the project supports the City's Master Plan, including any sub-plans, such as an Area Specific Plan, GR Forward, or Green Grand Rapids. Note that quantitative details regarding any new and retained jobs, housing units, and square footage of each proposed use will be included in the tables required to be completed later in this application, and do not need to be included here.

Nature of Proposed Project

PUBLIC INFRASTRUCTURE IMPROVEMENTS: Describe any proposed infrastructure improvements, and whether they align with the City's Green Infrastructure Portfolio Standards. If no Public Infrastructure Improvements are proposed, enter N/A.

Public Infrastructure Improvements

How many new parking spaces are proposed?

How does this project contribute to the city's goals for Vital Streets?

References regarding Vital Streets:
Vital Streets Program: Improving Transportation
1000-24 Green Infrastructure Portfolio Standard (GIPS) Policy

Property Acreage

Will the project pursue any environmental certifications?
None
LEED
Energy Star certified (75+)
Living Building Challenge
Zero Energy Certification

Is or will the building be part of the Grand Rapids 2030 District?
--None--

Have you conducted environmental due diligence at the property (i.e., Phase I Environmental, etc.)?
--None--

Previous Next

NEZ 3

Home Complete Application Past Applications Search... audrey.tappenden

Usage Type- Fill out once screen per usage type. Check the box at the bottom to provide information on additional usage types. Please keep in mind that total square footage for all usage types should equal the total square footage of the project.

New or Rehabilitated? --None-- Planned Use --None--

Average Square Feet

Do you wish to add additional usage types?

Previous Next

NEZ 4

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Total Project Cost (not including acquisition)

Total Hard Construction Costs

Total Soft Professional Services Cost

*Amount to be invested in infrastructure described above. This amount should be included in Total Project Cost and Total Construction Hard Costs on previous screen. If none, enter 0.

\$0

Total Personal Property Investment (i.e. Machinery and Equipment, Furniture, Fixtures, etc.)

Previous Next

NEZ 5

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Enter the estimated number of housing units (rental or for sale) that will not be subsidized or income restricted.

Will the development include new residential units or rehabilitated units?

--None--

Enter the estimated number of housing units (rental or for sale) that will be subsidized or income restricted.

Previous Next

NEZ 6

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Please fill out one screen per type of Residential Unit.

For Rent or Ownership?

--None--

Number of Bedrooms

--None--

Average Square Feet

Are Units Income Restricted?

--None--

Average Monthly Rent

Do you wish to add additional types of residential units?

Previous Next

NEZ 7

Home [Complete Application](#) Past Applications

Search...

audrey tappenden

Discussed Project with Planning?

Will Historic Preservation Commission approval be required?

Will Board of Zoning Appeals approval be required?

Will Planning Commission approval be required?

Describe the nature of the required board and/or commission approval and the timeline for that application.

When will this project be presented to or discussed with the neighborhood and/or business association?

Describe the presentation/discussion (with whom and in what setting/capacity) or your future plans to engage neighborhood stakeholders. If no plans, type "None."

Previous Next

NEZ 8

Home [Complete Application](#) Past Applications

Search...

audrey tappenden

Anticipated Construction Start Date

Anticipated Opening/Occupancy Date

Previous Next

NEZ 9

Home [Complete Application](#) Past Applications

Search...

audrey tappenden

Total number of current employees

Total number of current employees that live in the City of Grand Rapids

New Employee Recruitment: If your company intends to hire new employees as a result of the project, please describe how your company intends to recruit these new employees.

Will this project add or retain Jobs?

Previous Next

NEZ 10

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

OTHER PUBLIC SECTOR CONTRIBUTIONS: Other than the financing/incentive being applied for here, will there be any additional public sector financing or incentives sought for the project? This includes support from State of Michigan agencies (MEDC, MSHDA, EGLE, etc.) If so, please describe and provide a timeline for additional applications.

Other Public Sector Contributions

PROJECT FINANCING: Describe the status of the project's financing (i.e., is private financing secured or available, amount and source of project equity, etc.). If private commercial financing is anticipated, please list the lending institution and provide contact information.

Project Financing

Previous Next

NEZ 11

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

SOURCES AND USES/PROFORMA: Including developer equity and fee

Upload Files Or drop files

PROOF OF SITE CONTROL: i.e., warranty deed, lease, or purchase agreement.

Upload Files Or drop files

FINANCIALS: Bank commitment / term sheet or audited financial statements or demonstration of financial capacity necessary to complete program.

Upload Files Or drop files

Legal Description

Upload Files Or drop files

SITE PLAN: Engineering site plan(s) or, minimally, site plan(s) illustrating the proposed future use/eligible investment (buildings and site improvements).

Upload Files Or drop files

RENDERINGS: Attach renderings for the proposed project, if available.

Upload Files Or drop files

LETTERS OF SUPPORT: Attach any letters of support from a neighborhood or business association, or other community based organization that has reviewed the project.

Upload Files Or drop files

NEZ Exemption Certificate Application: Treasury Application for Neighborhood Enterprise Zone Exemption Certificate [Link to Document](#)

Upload Files Or drop files

PHOTOS: Photos depicting the current condition of the eligible property

Upload Files Or drop files

Previous Next

Obsolete Property Rehabilitation Act (OPRA)

The Obsolete Property Rehabilitation (OPRA) Program, as defined in Michigan Public Act 146 of 2000, as amended, provides a reduction of future taxes on improvements made for a period of 10-12 years following the rehabilitation of an eligible building.

Eligible OPRA projects meet the following criteria:

1. Determination of functional obsolescence by the City Assessor
2. Commercial use (mixed-use or containing more than 10 rental units)
3. Investment of at least \$30 per square foot
4. Project will rehabilitate an existing building, not construct a new building

OPRA 1-- Upon Selection of OPRA – 146, this is the first page of the OPRA application

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

*Developer Experience: Please describe previous project experience, and/or performance on prior applications for economic development incentives.

[Placeholder]

*Ownership Entity: Identify each individual and non-person owner of the proposed project.

[Placeholder]

Is Developer Emerging?

Previous Next



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234

OPRA 2

Home [Complete Application](#) Past Applications

Search... audrey.tappenden

NATURE OF BUSINESS: Provide the business/applicant history, including incorporation date, major product(s) or services, major customer(s), size of service area, industries served, and location(s) of operations. Any details that you want the City Commission to know about your business should be included here.

Nature of Business

EXISTING PROPERTY CONDITIONS: Describe the existing property conditions/use(s). Describe if and how the property conditions/use(s) will change as a result of the project.

Existing Property Conditions

NATURE OF PROPOSED PROJECT: Provide a high-level summary of the proposed project. Describe in detail the proposed end use(s). You may wish to include how the project supports the City's Master Plan, including any sub-plans, such as an Area Specific Plan, GR Forward, or Green Grand Rapids. Note that quantitative details regarding any new and retained jobs, housing units, and square footage of each proposed use will be included in the tables required to be completed later in this application, and do not need to be included here.

Nature of Proposed Project

PUBLIC INFRASTRUCTURE IMPROVEMENTS: Describe any proposed infrastructure improvements, and whether they align with the City's Green Infrastructure Portfolio Standards. If no Public Infrastructure Improvements are proposed, enter N/A.

Public Infrastructure Improvements

How many new parking spaces are proposed?

If your project contains residential units, is parking available to residential tenants, and if so, what is the estimated monthly fee, if any?

Have any commercial tenants been secured for the project?

--None--

How does this project contribute to the city's goals for Vital Streets?

References regarding Vital Streets:

Vital Streets Program: Improving Transportation

1000-24 Green Infrastructure Portfolio Standard (GIPS) Policy

Property Acreage

Will the project pursue any environmental certifications?

LEED

Energy Star certified (75+)

Living Building Challenge

Zero Energy Certification

Passive House

Is or will the building be part of the Grand Rapids 2030 District?

--None--

Have you conducted environmental due diligence at the property (i.e., Phase I Environmental, etc.)?

--None--

Previous Next

OPRA 3

Home [Complete Application](#) Past Applications

Search... audrey.tappenden

Usage Type- Fill out once screen per usage type. Check the box at the bottom to provide information on additional usage types. Please keep in mind that total square footage for all usage types should equal the total square footage of the project.

New or Rehabilitated?

--None--

Planned Use

--None--

Average Square Feet

Do you wish to add additional usage types?

Previous Next

OPRA 4

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Total Project Cost (not including acquisition)

Total Hard Construction Costs

Total Soft Professional Services Cost

*Amount to be invested in infrastructure described above. This amount should be included in Total Project Cost and Total Construction Hard Costs on previous screen. If none, enter 0.

Total Personal Property Investment (i.e. Machinery and Equipment, Furniture, Fixtures, etc.)

Previous Next

OPRA 5

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Enter the estimated number of housing units (rental or for sale) that will not be subsidized or income restricted

Enter the estimated number of housing units (rental or for sale) that will be subsidized or income restricted

Previous Next

OPRA 6

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Please fill out one screen per type of Residential Unit.

For Rent or Ownership? --None--

Number of Bedrooms --None--

Average Square Feet

Are Units Income Restricted? --None--

Average Monthly Rent

Do you wish to add additional types of residential units?

Previous Next

OPRA 7

Home [Complete Application](#) Past Applications

Search...

audrey tappenden

Discussed Project with Planning?

Will Historic Preservation Commission approval be required?

Will Board of Zoning Appeals approval be required?

Will Planning Commission approval be required?

Describe the nature of the required board and/or commission approval and the timeline for that application.

When will this project be presented to or discussed with the neighborhood and/or business association?

Describe the presentation/discussion (with whom and in what setting/capacity) or your future plans to engage neighborhood stakeholders. If no plans, type "None."

Previous Next

OPRA 8

Home [Complete Application](#) Past Applications

Search...

audrey tappenden

Anticipated Construction Start Date

Format: Dec 31, 2024

Anticipated Opening/Occupancy Date

Previous Next

OPRA 9

Home [Complete Application](#) Past Applications

Search...

audrey tappenden

Total number of current employees

Total number of current employees that live in the City of Grand Rapids

New Employee Recruitment: If your company intends to hire new employees as a result of the project, please describe how your company intends to recruit these new employees.

Will this project add or retain Jobs?

Previous Next

OPRA 10

Home [Complete Application](#) [Past Applications](#) Search... audrey.tappenden

OTHER PUBLIC SECTOR CONTRIBUTIONS: Other than the financing/incentive being applied for here, will there be any additional public sector financing or incentives sought for the project? This includes support from State of Michigan agencies (MEDC, MSHDA, EGLE, etc.) if so, please describe and provide a timeline for additional applications.

Other Public Sector Contributions

PROJECT FINANCING: Describe the status of the project's financing (i.e., is private financing secured or available, amount and source of project equity, etc.). If private commercial financing is anticipated, please list the lending institution and provide contact information.

Project Financing

Previous Next

OPRA 11

Home [Complete Application](#) [Past Applications](#) Search... audrey.tappenden

SOURCES AND USES/PROFORMA: Including developer equity and fee

Upload Files Or drop files

PROOF OF SITE CONTROL: i.e., warranty deed, lease, or purchase agreement.

Upload Files Or drop files

FINANCIALS: Bank commitment / term sheet or audited financial statements or demonstration of financial capacity necessary to complete program.

Upload Files Or drop files

Legal Description

Upload Files Or drop files

SITE PLAN: Engineering site plan(s) or, minimally, site plan(s) illustrating the proposed future use/eligible investment (buildings and site improvements).

Upload Files Or drop files

RENDERINGS: Attach renderings for the proposed project, if available.

Upload Files Or drop files

LETTERS OF SUPPORT: Attach any letters of support from a neighborhood or business association, or other community based organization that has reviewed the project.

Upload Files Or drop files

PHOTOS: Photos depicting the current condition of the eligible property

Upload Files Or drop files

Previous Next

Thank you for filling out the Grand Rapids EDD Application. Next you will be providing information for the Inclusion Plan Application. **Your EDD Application will not be submitted until the Inclusion Plan Application is completed.**

*Are you starting a new Inclusion Plan Application or continuing one?

Continue an in progress application

[Previous](#) [Next](#)



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234

Industrial Facilities Tax Exemption (IFT)

The Plant Rehabilitation and Industrial Development Act can provide property tax exemption to manufacturers and high technology companies that are renovating or expanding existing facilities or constructing new facilities. In evaluating a project, the city will look for the applicant to be retaining and/or creating good jobs in Grand Rapids.

Projects approved for this incentive will be making investments that will increase the amount of property taxes that would be due to the project's property. The tax exemption limits the amount of new taxes that will be paid for a period of up to 12 years. For new or expanded facilities, the reduction is approximately 45%. For the renovation of obsolete facilities, it can be as high as 100%.

IFT 1

Home Complete Application Past Applications Search... audrey.tappenden

* Developer Experience: Please describe previous project experience, and/or performance on prior applications for economic development incentives.
[Placeholder]

* Ownership Entity: Identify each individual and non-person owner of the proposed project.
[Placeholder]

Is Developer Emerging? ⓘ

Previous Next



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234

NATURE OF BUSINESS: Provide the business/applicant history, including incorporation date, major product(s) or services, major customer(s), size of service area, industries served, and location(s) of operations. Any details that you want the City Commission to know about your business should be included here.

Nature of Business

EXISTING PROPERTY CONDITIONS: Describe the existing property conditions/use(s). Describe if and how the property conditions/use(s) will change as a result of the project.

Existing Property Conditions

NATURE OF PROPOSED PROJECT: Provide a high-level summary of the proposed project. Describe in detail the proposed end use(s). You may wish to include how the project supports the City's Master Plan, including any sub-plans, such as an Area Specific Plan, GR Forward, or Green Grand Rapids. Note that quantitative details regarding any new and retained jobs, housing units, and square footage of each proposed use will be included in the tables required to be completed later in this application, and do not need to be included here.

Nature of Proposed Project

PUBLIC INFRASTRUCTURE IMPROVEMENTS: Describe any proposed infrastructure improvements, and whether they align with the City's Green Infrastructure Portfolio Standards. If no Public Infrastructure Improvements are proposed, enter N/A.

Public Infrastructure Improvements

How many new parking spaces are proposed?

If your project contains residential units, is parking available to residential tenants, and if so, what is the estimated monthly fee, if any?

How does this project contribute to the city's goals for Vital Streets?

References regarding Vital Streets:

- Vital Streets Program: Improving Transportation
- 1000-24 Green Infrastructure Portfolio Standard (GIPS) Policy

Property Acreage

Will the project pursue any environmental certifications?

- None
- LEED
- Energy Star certified (75+)
- Living Building Challenge
- Zero Energy Certification

Is or will the building be part of the Grand Rapids 2030 District?

Have you conducted environmental due diligence at the property (i.e., Phase I Environmental, etc.)?

IFT 3

Home Complete Application Past Applications Search... audrey.tappenden

Usage Type- Fill out once screen per usage type. Check the box at the bottom to provide information on additional usage types. Please keep in mind that total square footage for all usage types should equal the total square footage of the project.

New or Rehabilitated?

Planned Use

Average Square Feet

Do you wish to add additional usage types?

Previous Next

IFT 4

Home Complete Application Past Applications Search... audrey.tappenden

Total Project Cost (not including acquisition)

Total Hard Construction Costs

Total Soft Professional Services Cost

*Amount to be invested in infrastructure described above. This amount should be included in Total Project Cost and Total Construction Hard Costs on previous screen. If none, enter 0.

Total Personal Property Investment (i.e. Machinery and Equipment, Furniture, Fixtures, etc.)

Previous Next

IFT 5

Home Complete Application Past Applications Search... audrey.tappenden

Discussed Project with Planning?

Will Historic Preservation Commission approval be required?

Will Board of Zoning Appeals approval be required?

Will Planning Commission approval be required?

Describe the nature of the required board and/or commission approval and the timeline for that application.

When will this project be presented to or discussed with the neighborhood and/or business association?

Describe the presentation/discussion (with whom and in what setting/capacity) or your future plans to engage neighborhood stakeholders. If no plans, type "None."

Previous Next

IFT 6

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Anticipated Construction Start Date
Format: Dec 31, 2024

Anticipated Opening/Occupancy Date

Previous Next

IFT 7

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Total number of current employees

Total number of current employees that live in the City of Grand Rapids

New Employee Recruitment: If your company intends to hire new employees as a result of the project, please describe how your company intends to recruit these new employees.

Will this project add or retain Jobs?
--None--

Previous Next

IFT 8

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

OTHER PUBLIC SECTOR CONTRIBUTIONS: Other than the financing/incentive being applied for here, will there be any additional public sector financing or incentives sought for the project? This includes support from State of Michigan agencies (MEDC, MSHDA, EGLE, etc.) If so, please describe and provide a timeline for additional applications.
Other Public Sector Contributions

PROJECT FINANCING: Describe the status of the project's financing (i.e., is private financing secured or available, amount and source of project equity, etc.). If private commercial financing is anticipated, please list the lending institution and provide contact information.
Project Financing

Previous Next

Home Complete Application Past Applications Search... audrey.tappenden

SOURCES AND USES/PROFORMA: Including developer equity and fee
 Or drop files

PROOF OF SITE CONTROL: i.e., warranty deed, lease, or purchase agreement.
 Or drop files

FINANCIALS: Bank commitment / term sheet or audited financial statements or demonstration of financial capacity necessary to complete program.
 Or drop files

Treasury Application for Industrial Facilities Tax Exemption Certificate [Link to Document](#)
 Or drop files

Legal Description
 Or drop files

New Equipment List
 Or drop files

Affidavit of Fees
 Or drop files

SITE PLAN: Engineering site plan(s) or, minimally, site plan(s) illustrating the proposed future use/eligible investment (buildings and site improvements).
 Or drop files

RENDERINGS: Attach renderings for the proposed project, if available.
 Or drop files

LEASE: If the property will be leased, even between affiliated entities, the lease must be provided and specifically obligate the property taxes to the lessee
 Or drop files

LETTERS OF SUPPORT: Attach any letters of support from a neighborhood or business association, or other community based organization that has reviewed the project.
 Or drop files

PHOTOS: Photos depicting the current condition of the eligible property
 Or drop files

Inclusion Plan

Inclusion Plan 1- Upon Submission of the application, a prompt will appear asking if starting a new inclusion plan

Home Complete Application Past Applications Search... audrey.tappenden

Thank you for filling out the Grand Rapids EDD Application. Next you will be providing information for the Inclusion Plan Application. **Your EDD Application will not be submitted until the Inclusion Plan Application is completed.**

*Are you starting a new Inclusion Plan Application or continuing one?
--None--



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234

Inclusion Plan 2

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Inclusion Plan Application

Company/LLC

Search Companies...

If you cannot find the Company/LLC, please write it here

General Contractor/Construction Manager

General Contractor/Construction Manager Email

General Contract / Construction Manager Representative

Name of person(s) authorized to speak on behalf of the applicant regarding this Inclusion Plan (if applicable)

Authorized Person Email

Authorized Person Phone

Inclusion Plan 3

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Anticipated date to publish solicitation to, and receive bids from, sub-contractors.

Bid Let

Bid Due

Do you have additional Bids to record?

Inclusion Plan 4

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Aspirational goals for MBE, WBE and MLBE participation

The City has established an overall goal that 15% of total subcontracted construction value in private development projects that are supported by the City will be awarded to MBE, WBE and/or MLBE subcontractors.

The City also understands that each project is unique and expects that variations (both above and below) these targets may be appropriate based on project details. List the amounts of the project costs below that are expected to be contracted to MBE, WBE and/or MLBE firms as a portion of the total project costs. The goals will be included in the project information presented for consideration with the application for incentives, and will represent the aspirational goals the applicant intends to achieve by implementing this plan.

***Note the dollar amount and percentage in these rows should be the total project costs that you aspire to spend with MBE, WBE and/or MLBE contractors. The separate values for MBE, WBE and MLBE may not add up to the "Total MBE, WBE and MLBE Participation" if certain subcontractors are, for instance, both an MBE and MLBE, or both an MBE and a WBE.**

Soft Costs/Professional Services Associated with Project	Total MBE, WBE, and MLBE Participation
Estimated Total Project Cost Professional Service/Soft Cost	<input type="text"/>
\$400,000	Aspirational Goal for MBE Participation
	<input type="text"/>
	Aspirational Goal for WBE Participation
	<input type="text"/>
	Aspirational Goal for MLBE Participation
	<input type="text"/>

Inclusion Plan 5

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Hard Costs/Construction Costs Associated with Project

Estimated Total Project Cost Hard Costs/Construction Costs

1100000

Total MBE, WBE, and MLBE Participation

Aspirational Goal for MBE Participation

Aspirational Goal for WBE Participation

Aspirational Goal for MLBE Participation

Previous Next

Inclusion Plan 6

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Explanation, rationale, and additional relevant information for the project. In the explanation section below, please describe how your aspirational goals compare to the benchmarks above and explain why you believe the goals submitted are appropriate and represent your aspirations for the project, including any information you believe is relevant and would like the City to consider in reviewing this Inclusion Plan.

Selection Process: In order to determine how the City's Inclusion Plan impacts, supplements or modifies a company's current practices, provide a detailed description in the space below of your company's existing bidding and selection process, including any efforts to secure MBE, WBE and MLBE firms (e.g., past performance, capabilities, etc.). Relevant information will include the amount of time provided to respond to bid solicitation, marketing and outreach efforts, and programs and/or initiatives that directly target or support MBE, WBE and/or MLBE subcontractors.

Previous Next

Inclusion Plan 7

Home [Complete Application](#) Past Applications

Search...

audrey.tappenden

Firms Expected to be Solicited

In the section below, list the MBE, WBE and MLBE firms that the applicant will solicit for the project. Note that a single firm may meet multiple business types. These firms are those that the applicant or its general contractor have identified will be provided with the necessary information to bid on the project. This represents a commitment to provide an opportunity to bid, but not an obligation to contract with any of these firms. Please check the box at the end if there are additional firms to record.

Trade Category

--None--

Firm to be Solicited

Business Type

MBE
WBE
MLBE

Prequalified with the General Contractor?

--None--

Additional Firms to be solicited?

Previous Next

Inclusion Plan 8

Optional Program Areas

Included below are activities that the City encourages applicants to utilize as part of an Inclusion Plan. In addition to the required program areas listed above, please indicate and describe additional activities, programs, or initiatives that will be undertaken in connection with the project to increase opportunity for MBE, WBE and/or MLBE participation. These efforts are described in the [City's Administrative Policy](#) for Equal Business Opportunity for construction. Review of this document is encouraged for additional information and descriptions of potential programming opportunities. Select and describe one or more of these optional programs to implement, and attach any additional documentation as necessary.

- Enhanced solicitation practices. Conducting proactive outreach to targeted contractors or trade organizations that will expand the number of MBE, WBE and MLBE contractors that receive notification of the opportunity to bid.
- Negotiated contracts. Negotiate contracts with MBE, WBE and/or MLBE firms that are prequalified with your company.
- Contract de-bundling/segmentation. If a trade category can be broken into smaller scopes, it may provide additional opportunities for smaller firms to bid.
- Builder's Exchange of Michigan (BEM). The BEM's Private Plan Room is an online tool to advertise a project and post project documents for instant access to subcontractors based on specialty and location.
- Cash flow and access to capital. Efforts that ease cash flow issues for smaller firms, such as prepaying for mobilization, extending materials discounts, flexible bonding scenarios, establishing lines of credit that may be accessed by target firms for work completed, joint checking accounts, etc.
- Mentor-protégé agreement 
- Other promising or innovative practices. In addition to or in lieu of the above optional program areas, describe any efforts undertaken that will have the intended outcome of achieving the aspirational participation goals listed above. You may attach additional documentation on your company's programs in lieu of providing a description below.

[Previous](#) [Next](#)

Inclusion Plan 9

Thank you for completing the Inclusion Plan related to your application. By hitting "Next" below you will be submitting your Application and Inclusion Plan for review.

[Previous](#) [Next](#)



300 Monroe Ave, NW
Grand Rapids, MI 49503
Main: 616.456.4100
Direct: 616.456.1234